

GENERAL ACCOUNTING SUPERVISOR

- Phoenix -

Starting Salary: DOE

The Arizona State Retirement System is seeking a proactive individual with supervisory and direct work experience in general accounting.

THE POSITION duties:

- Review/analyze/audit/reconcile financial activities/ledger accounts for completeness, accuracy and conformance with GAAP; recommend improvements
- Manage/supervise accounting staff responsible general ledger transactions, bank and other account reconciliations, accounts receivable, investment accounting, cash flow projections, and general financial reporting
- Prepare schedules, work papers and research to be used in the preparation of the CAFR
- Apply established accounting principles, theories, concepts, and practices to procedures and reports
- Analyze business procedures and processes; recommend improvements
- Ensure compliance with applicable federal/state legislation
- Evaluate and maintain internal control structure
- Ensure processing deadlines are met
- Resolve complex issues
- Manage long and short term special projects
- Maintain performance measures and documentation

KNOWLEDGE, SKILLS & ABILITIES:

- Comprehensive knowledge of accounting principles (GAAP), policies, internal controls and procedures, multiple ledger structure
- Ability to establish and maintain effective working relationships with subordinates, colleagues, and managers
- Ability to handle multiple projects simultaneously and use good judgment in prioritizing work assignments
- Strong analytical and problem-solving skills and demonstrated ability to be flexible and to adapt quickly to change
- Knowledge of and experience with governmental financial statement preparation
- Knowledge of State of Arizona statutes and accounting procedures
- Strong computer skills with emphasis on Excel, Access and relational and financial accounting systems
- Excellent written and verbal communication skills
- Preferred candidate will have a Bachelor's degree in accountancy, CPA designation, supervisory experience, and five years experience in general accounting
- Familiarity with MUNIS financial management system a plus

Open until filled. Interested applicants must submit a comprehensive resume to jobs@zasrs.gov.